

ENTRANCE POSITION ANNOUNCEMENT

METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY

METROPOLITAN ACTION COMMISSION

(615) 862-8860, Extension 105

APPLICATIONS WILL BE ACCEPTED UNTIL AN ADEQUATE POOL IS ESTABLISHED.

HEAD START BUS DRIVER

SALARY: \$26,725.15

(Grade 5)

Plus medical, dental, pension and insurance benefits

POSITION DESCRIPTION: Work hours (6:45 a.m. – 3:15 p.m.)

Duties include:

- Transport children, parents, staff and equipment in a safe and efficient manner
- Submit a weekly legible inspection sheet
- Provide a daily checklist and observe all cleaning schedules
- Observe loading/unloading bus procedures
- Serve as back-up teachers assistant in the classroom and on field trips
- Attend meetings and complete required training
- Demonstrate positive and professional work habits
- Help children to develop socially, intellectually, physically, and emotionally
- Assist with other position related duties as requested by supervisor

MINIMUM REQUIREMENTS:

- Minimum of a high school diploma or GED
- **VALID Tennessee Commercial Driver's License (CDL) with a P and S endorsement**
- Must be able to drive a 48-passenger bus and other Metro Action Commission vehicles
- Must be able to lift 50-70 pounds
- Knowledge of street and highway safety rules and procedures
- Ability to work with children
- Teamwork experience

HOW TO APPLY

Applications can be downloaded from our website at www.nashville.gov/mac

Applicants may fax application and/or resume to (615) 862-8881

Or

Mail to the

METROPOLITAN ACTION COMMISSION

1624 5th Avenue North

Nashville, TN 37208

Or

Apply in person Monday through Friday between 9:00 am and 4:00 pm.

For questions contact the Human Resources department at (615) 862-8860 extension 105.

Please be advised that ALL candidates for ANY position with the Metropolitan Action Commission will be subject to a background check .

The Metropolitan Government of Nashville and the Metropolitan Action Commission are equal opportunity employers.

In compliance with Tennessee law, all applications are subject to public disclosure.

Requests for ADA accommodations should be directed to Thomas Cartmell at 862-8860

Extension 116

